

REPORTS INVENTORY				CONTROL NO.	
PREPARE IN DUPLICATE Notice of Expedited Payment to Contractors					
1. TITLE OF REPORT (if a fill-in report include Form No.) Memo of Understanding between the Office of Logistics and the Office of Finance dated 1/3/68				2. TYPE OF REPORT STATISTICAL <input checked="" type="checkbox"/> NARRATIVE MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED Three (3)		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly		6. DISTRIBUTION (No. of components not number of copies) Two (2)	
7. FORMAT (memorandum, form computer print-out, etc) Memorandum		8. ADP PROCESSING YES <input checked="" type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Memo of Understanding between OL and OF, 1 March 1968	
10. PREPARING COMPONENT (include lowest level contributing information to report) SC&PB/ORD/DD/S&T			11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7	\$ 4.15		1/4		\$ 1.04		12		\$ 12.48

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$ 12.48

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This memorandum informs the Office of Finance to delay payment to the Contractor for unsatisfactory performance or any other reason known to the Contracting Officer. It also includes the Contracting Officer's up-dated listing of any and all contracts under which expedited payment procedures (established by Directive Authority stated in Item 9) should be held in abeyance.